

COLDEN COMMON PARISH COUNCIL

**MINUTES OF THE FINANCE AND ADMINISTRATION COMMITTEE
HELD ON WEDNESDAY 12 JUNE 2013 AT 7.30 P.M. IN THE
BERT STRATTON LOUNGE, COMMUNITY CENTRE, ST VIGOR WAY**

Present Cllr Richard Izard
Cllr Val Evans
Cllr Paul Bryant
Cllr Ron Hancock
Cllr Paul Bryant
Cllr Steve Badham

In attendance Keith Best – Clerk
Vanessa Kitt – Assistant Clerk
2 members of the public

FC 13/13 APOLOGIES FOR ABSENCE

No apologies were received.

FC 14/13 ELECTION OF CHAIRMAN

Cllr Evans nominated Cllr Badham, seconded by Cllr Hill and carried unanimously.

FC 15/13 DECLARATIONS OF INTEREST

None

**FC 16/13 TO APPROVE AND SIGN THE MINUTES OF THE MEETINGS OF THE FINANCE
COMMITTEE HELD ON 24 APRIL 2013**

Cllr Bryant queried the terms of the proposed long term investment outlined at the last meeting. The Clerk confirmed he had emailed the terms and conditions to all on the Finance Committee – the investment is for 12 months with no access during that time. The minutes of the Finance Committee meeting held on 24 April 2013 having been circulated, were taken as read, approved and signed by the chairman.

Proposed by Cllr Badham, seconded by Cllr Hancock and approved unanimously.

FC 17/13 PUBLIC QUESTION TIME

With reference to the Internal Auditor's report a member of the public commented that he was surprised to see a recommendation to use PWLB loans to fund significant items of expenditure. A member of the public advised that he had suggested that the grass cutting at the recreation ground be taken back in-house rather than contracted out. The Clerk advised the contract is reviewed annually and it was therefore agreed that this will be considered when the contract is next up for review along with the contract for the maintenance of the Bowls Green.

A member of the public referred to Standing Order 30 relating to the opening of tenders which states that tenders will be opened by the Responsible Officer and one councillor. He said that in the past opening of tenders had been done in presence of a member of the public and suggested that this would increase the public's trust in the process.

A member of the public said that he noticed that some items in the Auditor's Report had been highlighted in previous reports and asked why action had not been taken to resolve them. The Council Parish stated it would address the comments in the future.

**FC 18/13 UPDATE ON MINUTES, CORRESPONDENCE AND RELEVANT MATTERS
NOT INCLUDED ELSEWHERE ON THE AGENDA**

Cllr Izard reported that the Speedwatch project is progressing with Colden Common Parish Council's share of the cost being funded initially from reserves subject to savings being identified in 2013/14 Budget. He confirmed that the Police have identified the locations (Main

Road, Tees Farm Road, Church Lane, and Lower Moors Road) and advised that the equipment also counts the number of vehicles.

Cllr Hill advised the advertisement for the Parish Clerk vacancy is on the HALC website and will be in the Echo tomorrow, 13 June. The closing date for applications is Monday 24 June, shortlisting will take place on 25 June and interviews will take place on Friday 28 June. She confirmed a job pack including job description and person specification has been prepared and the interview panel will consist of Cllr Izard, Cllr Hill and Cllr Bryant.

FC 19/13 BUDGET MONITORING

The Clerk presented the summary income and expenditure for period 1 April to 31 May and advised expenditure under miscellaneous expenses is due to the new bus shelters but the funds will be reclaimed from HCC. He advised invoices for the additional tarmac work are still outstanding and Cllr Izard asked that an invoice for the amounts due to be submitted to HCC as soon as possible. Cllr Badham and Cllr Bryant asked that future reports include information on year end forecast and explanation of significant differences.

FC 20/13 INTERNAL AUDITOR REPORT – FOR CONSIDERATION ONLY

It was agreed that Cllr Hill and Cllr Bryant meet with Maureen Rees to discuss the office space at the Community Centre.

With regards to allocation of reserves Cllr Badham suggested that the life of assets should be considered when considering the budget in order to include the cost of any items which are due to be replaced over the year. Cllr Bryant advised he had carried out some work on the asset register and agreed to send his report to Cllr Badham.

FC 21/13 ANNUAL REPORT – FOR CONSIDERATION ONLY

The Clerk advised an Extraordinary Meeting has been arranged for Monday 24 June at 7pm at the Recreation Pavilion in order to approve the Annual Report.

FC 22/13 ANNUAL REVIEW OF STANDING ORDERS

The Clerk advised the Standing Orders are based on the model Standing Orders issued by NALC. The Clerk suggested that Section 30 regarding Financial Regulations refer to the Financial Regulations as an appendix to the Standing Orders to avoid the need to cross refer when Financial Regulations are amended.

Cllr Bryant asked for SO 3.b.ii regarding meetings to be amended to read:

'agenda, and where practical, supporting documentation beat least 3 working days before the meeting.'

The Clerk advised he will distribute the final version to all for approval at the Full Parish Council meeting on 3 July.

FC 23/13 ANNUAL REVIEW OF FINANCIAL REGULATIONS

The Clerk advised he will distribute the final version to all for approval at the Full Parish Council meeting on 3 July.

FC 24/13 REVIEW AND EVALUATION OF WORK CARRIED OUT BY CONTRACTORS AND FUNDING OF ASSISTANT GROUNDSMAN POST

Deferred until the next Full Parish Council Meeting on 3 July 2013.

FC 25/13 DATE OF THE NEXT MEETING

The next meeting of the Finance and Administration Sub-Committee will be Wednesday 9 October 2013 at 7.30pm

The meeting closed at 10.00pm

DATE _____
CHAIRMAN

SIGNED _____